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TO : Chief, Intelligence School

DATE: 24 September 1957

FROM : Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 39, 17 September - 24 September 1957

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1. [] visited [] Chief of the [] EE Division, to discuss the possibility of obtaining cases for use in Operations Support. It is planned to replace the [] Case, currently in use, by January 1958. [] was most cooperative and agreed to present the matter at the Division staff meeting on Thursday, 26 September, after which he would call [] and suggest definite cases which might be used. 25X1

2. The Director of Logistics has concurred in the Supply Handbook for Field Case Officers. This Handbook is now ready for publication and distribution. 25X1

3. [] conferred with the WE Area Division, Logistics Officers, [] to determine if there were any problem areas in which Training could be of assistance. [] requested that the correct methods of disposal be stressed to students going overseas in an administrative capacity. Also, it was suggested that any student who is going overseas and would later be handling logistics matters be urged to spend a few hours or more in the related Area Logistics office prior to overseas departure. These recommendations were noted and will be incorporated in the Logistics lectures in Operations Support and Administrative Procedures. 25X1

4. As a result of a meeting between [] SSA/DD/S (Logistics) and [] it was agreed that [] would be invited to attend all future Area Logistics Officers meetings in order that he be kept current on all logistical matters and further that he may be able to offer assistance in his capacity of instructor in the field of Logistics in OTR. 25X1

5. A former student requested assistance relative to a problem concerning storage of his household effects at Agency expense.

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6. [] of the PP Staff audited the vouchered travel and foreign travel lectures in Administrative Procedures. He reported to [] after the foreign travel lecture that he was very interested in what was presented in the lectures as some of the secretaries and clerks who had taken training had stated that certain things they were expected to know in the Staff had not been covered in their training. He stated that now that he had audited the two travel lectures he knew first hand that these items were covered. [] stated that all of the items she had covered had always been covered in travel lectures by the Operations Support Faculty and that foreign travel is even more detailed in the new Budget & Finance Procedures, i.e., more time is given to practice work on foreign travel.

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7. [] with the assistance of [] of Graphics Section, Office of Logistics, has developed new pictorial charts to use in the instruction of Field Property Records. These charts depict the methods of obtaining material, maintenance of records and authorized means of disposal of material.

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8. [] of Graphics, OTR, met with the Operations Support Faculty to discuss new visual aids. Rough drafts of four organization charts have been submitted in record time. They are excellent in that they portray the material with pictorial illustrations and should, therefore, aid the students in remembering the organizational functions. It is hoped that we will have these charts for use in the next Operations Support which begins 30 September.

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9. [] has been notified by the Personnel Office, Office of Logistics, that the Logistics Office Career Service Board has approved his request for another tour in his present assignment.



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